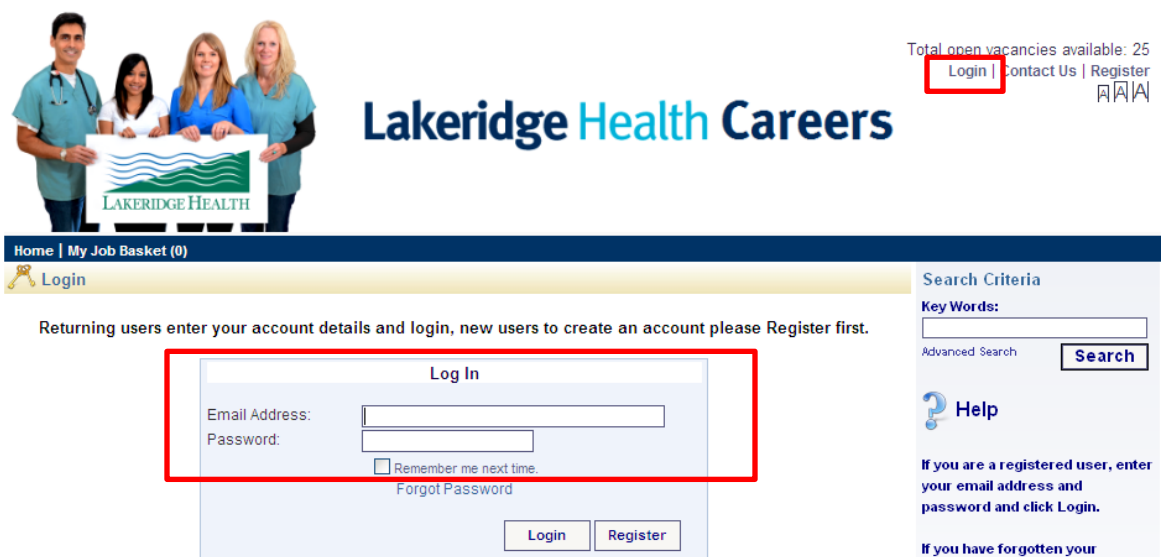


eRecruitment for Lakeridge Health Staff

How to Apply

1. In the top right corner, click the 'Login' button and enter the e-mail address and password you used to Register.



The screenshot shows the Lakeridge Health Careers website. At the top right, there is a navigation bar with links for 'Login', 'Contact Us', and 'Register'. The 'Login' link is highlighted with a red box. Below the navigation bar, there is a banner for 'Lakeridge Health Careers' featuring a group of healthcare professionals. A blue navigation bar contains 'Home | My Job Basket (0)' and a 'Login' button. Below this, a yellow bar contains a 'Login' button. The main content area has a heading 'Returning users enter your account details and login, new users to create an account please Register first.' Below this is a 'Log In' form with fields for 'Email Address' and 'Password', a 'Remember me next time' checkbox, and a 'Forgot Password' link. The 'Log In' and 'Register' buttons are at the bottom of the form. To the right of the form is a 'Search Criteria' section with a 'Key Words' field, an 'Advanced Search' link, and a 'Search' button. Below the search section is a 'Help' link and instructions for registered users and those who have forgotten their login details.

2. Review the vacancy positions on the home page. Find the job you would like to apply for by viewing what was recently published or clicking on the vacancy categories.



The screenshot shows the Lakeridge Health Careers website home page. At the top, there is a blue navigation bar with 'Home | My Job Basket (0)' and a 'Home' button. Below this is a yellow bar with a 'Home' button. The main content area is divided into two sections. The first section is 'Recent Vacancies' with a filter for 'Vacancies published in the last 14 days' and a 'Show 5' dropdown. Below this is a table of 'Recently published vacancies - 1 found' with one entry: '0130000691 - Aboriginal Patient Navigator' posted on 07/08/2013 and closing on 03/09/2013. The second section is 'Vacancy Categories (Open Vacancies)' with a list of categories: 'Allied Health/Health Professional (6)', 'Clinical Management (4)', 'Hospital Administration (4)', and 'Nursing (9)'. The 'Recent Vacancies' and 'Vacancy Categories' sections are highlighted with a red box.

3. To apply for one of the jobs, click on the 'Apply for Job' button.



4. Complete each section of the application.

Notes:

- Any field with a date must be entered in the following format. (dd/mm/yyyy), the '/' must be entered
- ***SOME JOBS POSTINGS*** will prompt you to upload your cover letter and resume in the documents section enter a description and then click browse to select the file path to add the document, then click 'Add Document'. You may add more than one document. The description cannot contain any special characters (', !, #, *, etc.). The maximum file size is 250 kb.

A screenshot of the 'Add Documents' section of the application. On the left, a sidebar lists 'Add Documents', 'Vacancy Questions', and 'Complete'. The main content area has a heading: 'To attach documents specific to this application, use the Add Document button below:'. Below this is a table with columns 'Document Description' and 'Add to My Documents'. The first row contains 'Resume' and a checked checkbox. A 'Delete' button is next to the checkbox. Below the table, it says 'The following file extensions are allowed: com, doc, docx, jpeg, jpg, pdf, rtf, txt'. There are three input fields: 'Description', 'Select File' (with a 'Browse...' button), and 'Add to My Documents' (with a checked checkbox). At the bottom right are 'Add Document' and 'Clear' buttons. A red oval highlights the 'Add Document' button.

TO VIEW A VIDEO ON HOW TO UPLOAD YOUR COVER LETTER AND RESUME GO TO THIS YouTube VIDEO:

[Video - How to Attach a Cover Letter and Resume](#)

5. When the application is filled out, click the 'Complete' button. You will receive a message of confirmation as well as an e-mail that your application has been received.